



**Tennessee Higher Education Commission
Parkway Towers, 19th Floor
404 James Robertson Parkway • Nashville, TN 37243
GEAR UP TN
Direct-Service Collaborative
Call for Proposals**

GEAR UP Overview and Subcontract Application Process for 2012-2019

The United States Department of Education awarded a Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) grant to the Tennessee Higher Education Commission (THEC). GEAR UP, a seven-year discretionary grant program, aims to increase the number of low-income, first generation students enrolling and succeeding in college. Tennessee's successful GEAR UP TN proposal provides direct services to a cohort of students, the Class of 2018, beginning in the 7th grade and continuing through the cohort's first year of postsecondary education. GEAR UP TN also provides services to students in the senior class of participating high schools each grant year.

THEC intends to implement such services through competitive matching subcontracts to GEAR UP TN Collaboratives (described in Section II. A.) that include a lead high school(s) with at least 50 percent of enrolled students eligible for free or reduced-priced lunch. THEC will award subcontracts through a competitive proposal process. To apply, high schools must meet the eligibility requirements listed below in Section I. B.

I. Program Description

GEAR UP TN subcontracts are awarded to provide college access and success services to a statewide cohort of 7,500 students, the Class of 2018, beginning in the 7th grade and lasting for a period of seven years – through the cohort's first year of postsecondary education. GEAR UP TN also plans to provide college access and postsecondary transition-focused services to senior students at each direct-service high school each grant year. The amount of funding each subcontract applicant is eligible to receive may vary based on size of service area, number of students served, proposed program, and resources needed to fully and successfully implement a college access, readiness, and success program. Funds may not be used to supplant existing programs.

GEAR UP TN subcontracts will include funding to hire at least one full-time staff member responsible for implementing the GEAR UP program. Programming funded through the subcontract will include academic enrichment through tutoring, workshops, advising, college visits, job shadowing, and mentoring provided to the entire cohort class, Class of 2018, at participating schools. Funding will also be provided for professional development for teachers, counselors, school administration and state office staff on best practices for creating and sustaining a college –going culture. A detailed description of required services is outlined in Attachment B.

The grades of GEAR UP Collaborative students that will be served, by academic year, are:

Academic Year	Grades Served
2012 – 2013	7 th , 12 th
2013 – 2014	8 th , 12 th
2014 – 2015	9 th , 12 th
2015 – 2016	10 th , 12 th
2016 – 2017	11 th , 12 th
2017 – 2018	12 th
2018 – 2019	12 th , first-year postsecondary students*

* During the 2018-2019 academic year, GEAR UP Collaboratives will continue to provide services to the graduates of the Class of 2018 from direct-service high schools throughout their first year enrolled in postsecondary education.

THEC will award GEAR UP TN subcontracts in the fall of 2012 with program implementation beginning during the first semester of the 2012-2013 academic year. Awards will be made to eligible high schools that apply in collaboration with partners (as specified in Section II. A.), meet all other proposal requirements, and rank highest among applicants based on an external panel selection process. Subcontract and subcontract renewal are contingent upon performance and available funding.

A. Purpose

Through college access, readiness, and success focused services, GEAR UP TN subcontracts are designed to foster academic success, raise awareness of postsecondary opportunities, increase high school graduation and college enrollment rates, provide targeted intervention and assistance during the educational transition points of middle school to high school and high school to college, and increase student postsecondary success.

GEAR UP TN Goals include:

- 1) Increase the academic performance and preparation for postsecondary education for GEAR UP students.
- 2) Increase the rates of high school graduation and enrollment in postsecondary education for GEAR UP students.
- 3) Increase GEAR UP students' and their families' knowledge of postsecondary education options, preparation, and financing.

GEAR UP TN Objectives include:

- 1) Increase student academic achievement and course completion
- 2) Increase student performance on college entrance exams
- 3) Increase student high school graduation rates
- 4) Increase student postsecondary participation and success
- 5) Increase student and family educational expectations
- 6) Increase student and family knowledge of and access to financial assistance for postsecondary education
- 7) Increase parent and community engagement in activities associated with student preparation for college
- 8) Increase educator knowledge and understanding of postsecondary access and success

B. Eligibility

To be eligible to apply, high schools must have at least 50 percent of students eligible for free or reduced-priced lunch, have at least one feeder middle school with at least 50 percent of students eligible for free or reduced-price lunch, and must not be participating as a direct-service school in another current GEAR UP partnership grant. Additionally, applying lead high schools must meet at least one of the following eligibility requirements:

- 1) Be classified as a priority high school as determined by the Tennessee Department of Education as of spring 2012(qualify for priority selection); *OR*
- 2) Have a fall 2010 or 2011 college-going rate, as determined by THEC, at or below the state average of 56.8 and 57.1 percent, respectively.

Please see Attachment A for a list of GEAR UP eligible high schools.

Multiple eligible high schools within a single school district may partner in forming a GEAR UP TN Collaborative, as outlined in Section II. A. 2, as long as the total 7th grade cohort size is less than 1,000. Collaboratives must provide services outlined in Attachment B to all cohort students attending all schools participating in the GEAR UP TN Collaborative. Additionally, Collaboratives must provide college access and postsecondary transition-focused services to all senior students attending all schools participating in the GEAR UP TN Collaborative.

If necessary for legal and fiscal reasons, a Local Education Agency (LEA) may submit an application on behalf of an eligible high school(s) so long as the eligible high school(s) remains the lead applicant on all programmatic matters. In the case of multiple high schools partnering to form a GEAR UP TN Collaborative, the LEA must submit an application on behalf of the eligible high schools.

Tennessee's definition of priority schools as approved by the U.S. Department of Education through the state's Elementary and Secondary Education Act flexibility waiver identifies Title I schools defined as "priority schools" to be "persistently lowest-achieving". Tennessee's approved Elementary and Secondary Education Act flexibility waiver adheres to the United States Education definition of a "priority school" by identifying a number of lowest-performing schools equal to at least five percent of the State's Title I schools as priority schools based on the proficiency and lack of progress of the "all students" group.

To identify priority schools Tennessee calculates a composite proficiency rate (success rate) for all students in a school. The data inputs for the calculation of the success rate include three years* of data for all of the following indicators for each school where applicable based on the assessments administered by the school.

- 3-8 Math
- 3-8 Reading/Language Arts
- 3-8 Science
- Algebra I
- English I
- English II
- Biology I
- Graduation Rate

The success rate equals:

Proficient/Advanced Students in Math + Reading/Language Arts + Science + Algebra I + English I + English II + Biology + # HS Graduates

Tested Students in Math + Reading/Language Arts + Science + Algebra I + English I + English II + Biology + # Students in HS Graduation Cohort

*Note: Tennessee TCAP cut scores were recalibrated in 2009-10, which mean 2008-09 data is not comparable. The success rates used for determining the list of priority schools submitted with Tennessee's ESEA flexibility waiver were limited to 2009-10 and 2010-11 data. However, beginning with availability of 2011-12 data Tennessee will use three years of data.

C. Duration

The GEAR UP TN subcontracts are continuous one year contracts from 2012 through 2019. Continued funding is subject to:

- 1) Available funds;
- 2) Compliance with state and federal program requirements (including provision and documentation of required matching funds as described in Section I. D.);
- 3) Demonstration of effectiveness as determined by THEC;
- 4) Accurate record-keeping and budgeting; and
- 5) Timely reporting and reimbursement requests.

D. Matching Requirement

GEAR UP TN subcontracts require awardees match 20 percent of the annual subcontract amount in year two of implementation. Thereafter, awardee matching contributions will increase by 20 percent of the annual subcontract award amount each project year and reach 100 percent matching contribution during grant years six and seven. Matching dollars can be contributed through actual dollars or in-kind contributions and must support the project's goals and objectives. The table below outlines the matching requirement for each year of subcontract implementation:

Academic Year	Matching Requirement
2012 – 2013	-
2013 – 2014	20%
2014 – 2015	40%
2015 – 2016	60%
2016 – 2017	80%
2017 – 2018	100%
2018 – 2019	100%

II. Proposal Requirements

Each proposal submitted **must** include:

A. GEAR UP TN Collaborative Description

Eligible schools are required to craft, submit and carry out proposals with partner organizations, creating GEAR UP TN Collaboratives as outlined below. Proposals must include a detailed narrative of the organizations included in the applying GEAR UP TN Collaborative. Collaborative descriptions should include:

- 1) Organizational capacity of the lead applicant(s)

- 2) Name and qualifications of a Project Director, not to be confused with the Site Coordinator, employed by the LEA, responsible for overseeing project implementation and serving as the project's primary contact
- 3) Collaborative partners and their proposed role
 - a. A GEAR UP TN Collaborative must include, at minimum, the following partners:
 - i. Local Board of Education
 - ii. At least one feeder middle school with at least 50 percent of enrolled students eligible for free or reduced-priced lunch (participation of all feeder middle schools with at least 50 percent of enrolled students eligible for free or reduced-priced lunch is strongly encouraged)
 - iii. One postsecondary institution
 - iv. Two community-based organizations (strongly encouraged partner organizations include tnAchieves and the Tennessee College Mentor Corps organizations. Contact information for strongly encouraged partners can be found at <http://www.tn.gov/thec/Divisions/GEARUP/GEARUP.html>)
- 4) Need for program including a description of proposed schools to be served
- 5) Desired outcomes

B. Commitment to Project and Participation Requirements

Proposals must include a detailed narrative of the applying Collaborative's commitment to the GEAR UP TN goals and objectives listed in Section I.A. An applying Collaborative must also agree to participation requirements listed below. Proposals must include a narrative detailing how the Collaborative will meet the following participation requirements:

- 1) Demonstration of community support by means of formal partnership as outlined in Section II. A.
- 2) Commitment to partner with the TDOE Centers for School Climate and Dropout Prevention
 - a) More information on the Center for School Climate may be found at: http://www.tn.gov/education/safe_schls/climate/index.shtml
 - b) More information on the Center for Dropout Prevention may be found at: http://www.tn.gov/education/safe_schls/dropout/index.shtml
- 3) Commitment to participate in high school and college planning through CollegeforTN.org and College APP Week
 - a) More information on the resource may be found at: <http://www.collegefortn.org>
- 4) Commitment to prepare for and/or begin implementation of the Common Core Standards in the 2012-2013 academic year
- 5) Commitment to participate in team-based professional development and strategic planning provided by THEC and program partners
- 6) Commitment to work within federal and state contract requirements
- 7) Commitment to fulfill GEAR UP TN's goals and objectives
- 8) Participation in necessary data agreements and evaluation studies
- 9) Commitment of in-kind or shared cost matching funds increasing by 20 percent of the subcontract award amount each project year starting in year two and remaining at 100 percent during grant years six and seven
- 10) Commitment to the creation of a College Access Steering Committee consisting of representatives from each Collaborative partner organization focused on developing project sustainability, resource development, building new partnerships and creating a college-going culture in direct-service schools

C. Implementation Plan

Proposals must include a detailed narrative of how the applying GEAR UP TN Collaborative intends to successfully and locally implement the GEAR UP TN program.

Proposals must address how the applying organization plans to:

- 1) Hire at least one qualified program coordinator, hereafter referred to as Site Coordinator, by LEA with THEC approval. The Site Coordinator will dedicate 100% time and effort to GEAR UP program implementation.
- 2) Implement all required and permissible GEAR UP activities (detailed in Attachment B).
- 3) Participate in all required program evaluation activities including focus groups, interviews, surveys and necessary collaboration with the THEC-hired evaluator and take part in programmatic agreements such as a Data Acquisition Agreement between LEA, high school, and THEC.
- 4) Collect and report student- and school-level demographic and academic data in a timely and accurate manner including ongoing data entry and participation in GEAR UP database training and management
- 5) Develop community-based partnerships to strengthen program initiatives and support sustainable practices
- 6) Engage students, parents, community leaders, school administrators, and teachers to collectively achieve GEAR UP TN goals and objectives and administer required services (detailed in Attachment B).

D. Sustainability

Applicants must provide a brief but detailed explanation of how the GEAR UP TN services and activities will be sustained beyond the life of the grant. Sustainability plans should include the required commitment of in-kind or shared cost matching funds increasing by 20 percent of the subcontract award amount each project year starting in year two and remaining at 100 percent during grant years six and seven.

Appendix A: Budget Summary and Budget Narrative

Complete both the Project Budget Summary Form and In-Kind and Cost Share Funds Provided Through Non-GEAR UP Funds Form for each year of grant funding. Additionally, please provide a justification for this budget by including, *for each year*, a written narrative for each budget line item, which explains: (1) the basis for estimating the costs of each line item; and, (2) how the major cost items relate to the proposed project activities. Budget forms and budget narrative must justify effective and efficient use of funds and describe the full range of resources needed to accomplish project goals. Please include travel funds to attend two national annual conferences each year. Each trip will be for four days and should include key subcontract personnel paid for out of project funds. Include conference travel at a cost of \$1800 per participant per meeting. At these meetings, each subcontract organization will have an opportunity to strengthen its efforts by collaborating with other grantees funded in this program and receive technical assistance from U.S. Department of Education personnel.

Across all subcontracts, THEC aims to maintain an annual cost of less than \$250 per cohort student (Class of 2018) served, per year. Cost per student may vary significantly when considering the number of students served, size and location of service area, and proposed project activities.

A minimum of 50 percent of the Collaborative budget must be spent on direct student achievement and college access services such as tutoring, mentoring, counseling, college visits, financial aid workshops, and rigorous academic curricula; another 20 percent of the Collaborative budget must

be spent on educator and classroom development and team-based learning communities. The remaining 30 percent must be spent in a manner aligned with the GEAR UP TN goals and objectives outlined in Section I. A.

Both the budget and budget narrative must align with the proposed activities, size of service area, number of students served, and resources needed to fully implement the program. Applicants are reminded that GEAR UP funds must be used to supplement, ***not supplant***, funds for existing programs. Maximum allowance for indirect costs is equal to the LEA agreed upon rate with the Tennessee Department of Education.

Appendix B: Qualifications of Project Personnel

Include a curriculum vitae or a resume for known staff members receiving any budgeted compensation from this grant.

Appendix C: Partner Identification Form and Cost Share Worksheet

Include a Partner Identification Form and Cost Share Worksheet for each Collaborative partner.

III. Preparation of Application

The application packet is available on-line in electronic format at <http://www.tn.gov/thec/Divisions/GEARUP/GEARUP.html>.

Listed below are the required components of an acceptable application. **The narrative sections of the proposal must be double-spaced and the font used must not be smaller than 12-point.** The complete application, excluding cover page, assurances, qualifications of project personnel, the budget summary and budget narrative sections, and Partner Identification Form and Cost Share Worksheets shall not exceed **20 pages**. The proposal sections are labeled and **must be returned in order**, as shown:

- **Cover Page**
Original signature required.
- **Assurances**
Original signature required.
- **GEAR UP TN Collaborative Description (Section A): 20 points**
- **Commitment to Project and Participation Requirements (Section B): 30 points**
- **Implementation Plan (Section C): 30 points**
- **Sustainability (Section D): 20 points**
- **Budget Summary and Budget Narrative (Appendix A)**
- **Qualifications of Project Personnel (Appendix B)**
- **Partner Identification Form and Cost Share Worksheet (Appendix C)**

IV. Proposal Submission and Review

A. Submission

Applicants must submit a full proposal with original signatures in hard copy to THEC. In addition, an electronic submission is required for all sections. Electronic submission should be sent to GEARUP.TN@TN.GOV. To be considered for funding, proposals must be received at THEC no later than 4:30 pm central daylight time on **August 15, 2012**. Incomplete applications will not be considered. Proposals should be mailed or delivered to:

Troy Grant
Director of College Access Initiatives
Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243

NOTE: All questions regarding GEAR UP TN or the Call for Proposals should be submitted electronically in writing by 4:30 pm central daylight time on **July 18, 2012**. Responses to submitted questions will be shared with all applying Collaboratives as they are received via a Frequently Asked Questions page located at <http://www.tn.gov/thec/Divisions/GEARUP/GEARUP.html>. Please email all questions to GEARUP.TN@TN.GOV.

Additionally, applicants must submit a letter indicating their intention to submit a GEAR UP Collaborative proposal to THEC by **July 18, 2012**. Letters may be submitted electronically to GEARUP.TN@TN.GOV.

B. Review Process

As proposals are received, they will be reviewed by THEC staff for completeness and compliance with eligibility requirements. Any questions about significant omissions from a proposal or about applicant eligibility will be referred to the proposing organization. If, in the judgment of THEC, a proposal is late, incomplete, or its eligibility cannot be established, the proposal will be omitted from consideration. THEC's decision is final. Applicants submitting proposals that are withdrawn due to incompleteness or ineligibility will be notified in writing.

A review panel composed of readers external to the Office of P-16 Initiatives will evaluate eligible applications in light of the required application components and the established criteria. The panel will review each eligible application and make recommendations to THEC in the areas of program, budget, and efficacy. The review panel's scores and recommendations *will be the primary determinant* of successful proposals and will form the basis for negotiation and final selection.

Proposals will be ranked according to the final score assigned by the review panel and selected for funding consideration based upon the following criteria:

- 1) Priority schools as determined by the Tennessee Department of Education in spring 2011 will be given priority;
- 2) Final score assigned to each proposal and consensus by the review panel;
- 3) A cost-effectiveness ratio determined by the relationship between the number of students served, proven success of current college access activities, partnerships, and the total cost of the program;

- 4) The extent to which proposals represent the educational needs and geographic diversity of Tennessee.

Following the review, THEC will contact the Project Director of selected proposals to discuss any modifications of the project plan that may be required. THEC intends to fund proposals that show the most promise to successfully create systematic and cultural changes in schools and communities to increase the number of students enrolling and succeeding in postsecondary education. In order to maximize the effects of limited funds, applicants whose grants are recommended at less than the amount requested may be asked to revise the project budget and/or scope of work.

V. Grant Timeline

- | | |
|-------------------|--|
| 6/15/2012 | Release of GEAR UP TN Direct-Service Collaborative Call for Proposals. |
| 7/18/2012 | All Call for Proposal questions and letters of intent must be submitted in writing to THEC by 4:30 pm CDT. |
| 8/15/2012 | All proposals must be submitted to THEC by 4:30 pm CDT. |
| 8/17/2012 | Proposals provided to GEAR UP TN Call for Proposals Review Committee. |
| 9/21/2012 | Approval of subcontract recommendations by THEC. Subcontract recipients are notified of their selection or denial. |
| Due Dates: | All due dates are absolute dates, NOT POSTMARK DATES . Please plan ahead to assure delivery of all materials on the due date. |

VI. Award Administration

A. Notification of the Award

Within thirty (30) days of completion of the review process, the Program Director will be notified of the status of the proposal.

B. Contract Process

Following subcontract award, and prior to implementation of subcontract services and programs, awardees will be required to sign a contract with the State of Tennessee. The contracting party must be authorized, or serve as an agent for an individual who is authorized, to enter into a contract with the State of Tennessee. Once both parties sign the contract, THEC will submit the contract to Tennessee's Office of Contracts Review for final authorization from the Comptroller of the State of Tennessee. Contracts are not final until authorization is received from the Comptroller and both parties hold signed and executed contract copies.

C. Award Conditions

The amount of funding to each Collaborative may vary based on size of service area, number of students served, project activities, and resources needed to fully and successfully implement college access and success services. Awards are contingent upon THEC receiving funding from the U.S. Department of Education, availability of funds within the grant

budget, and upon the State's evaluation of funded programs for compliance with program requirements and effectiveness of project activities.

D. Reporting Requirements

Each eligible subcontract organization must report its progress in meeting the goals and objectives described in the partnership's proposal to THEC. Further information regarding reporting requirements and forms will be provided by THEC soon after the grant is awarded.

Attachment A: Eligible High Schools

Below is a list of high schools meeting the criteria outlined in Section I. B. Schools classified as priority high schools by the Tennessee Department of Education are listed in bold print. Schools marked with an asterisk (*) meet either the priority school or college-going rate eligibility requirements but do not have free or reduced priced lunch population data on file at the Tennessee Department of Education. Schools marked with an asterisk (*) must certify within their proposal that at least 50 percent of the school's students are eligible for free or reduced-priced lunch.

School District	High School
Alvin C York Institute	Alvin C. York Institute
Anderson County	Anderson County High School
Anderson County	Clinton High School
Bedford County	Central High School
Bedford County	Community High School
Benton County	Big Sandy School
Benton County	Camden Central High School
Bledsoe County	Bledsoe County High School
Bradford	Bradford High School
Bradley County	Bradley Central High School
Bradley County	N. Cleveland GOAL Academy*
Campbell County	Campbell County Comprehensive High School
Campbell County	Jellico High School
Cannon County	Cannon County High School
Carter County	Cloudland High School
Carter County	Hampton High School
Carter County	Happy Valley High School
Carter County	Unaka High School
Cheatham County	Cheatham Co Central
Claiborne County	Claiborne High School

School District	High School
Claiborne County	Cumberland Gap High School
Cocke County	Cocke Co High School
Cocke County	Cosby High School
Coffee County	Coffee County Central High School
Crockett County	Crockett County High School
Cumberland County	Cumberland County High School
Cumberland County	Stone Memorial High School
Cumberland County	The Phoenix School
Davidson County	Antioch High School
Davidson County	Glenclyff Comp High School
Davidson County	Hunters Lane Comp High School
Davidson County	John Overton Comp High School
Davidson County	Maplewood Comp High School
Davidson County	McGavock Comp High School
Davidson County	Nashville Big Picture High School
Davidson County	Pearl Cohn Magnet High School
Davidson County	Stratford Comp High School
Davidson County	Whites Creek Comp High School

School District	High School
DeKalb County	De Kalb County High School
Dickson County	Creek Wood High School
Dickson County	New Directions Academy*
Dyer County	Dyer County High School
Fayette County	Fayette Ware Comprehensive High School
Fentress County	Clarkrange High School
Franklin County	Franklin Co High School
Franklin County	Huntland School
Gibson County Sp Dist	Gibson County High School
Giles County	Giles Co High School
Grainger County	Grainger Academy*
Grainger County	Grainger High School
Grainger County	Washburn School
Greene County	Chuckey Doak High School
Greene County	North Greene High School
Greene County	South Greene High School
Greene County	West Greene High School
Grundy County	Grundy County High School
H Rock Bruceton	Central High School
Hamblen County	Morristown East High
Hamilton County	Brainerd High School
Hamilton County	Chattanooga Girls Leadership Academy
Hamilton County	East Ridge High School

School District	High School
Hamilton County	Howard School of Academics and Technology
Hamilton County	Red Bank High School
Hamilton County	Sequoyah High School*
Hancock County	Hancock High School
Hardeman County	Central High School
Hardeman County	Middleton High School
Hardin County	Hardin County High School
Hawkins County	Cherokee High School
Hawkins County	Clinch School
Hawkins County	Volunteer High School
Haywood County	Haywood High School
Henderson County	Lexington High School
Henry County	Henry Co High School
Hickman County	East Hickman High School
Houston County	Houston Co High School
Humboldt	Humboldt High School
Jackson County	Jackson County High School
Jefferson County	Jefferson Co High School
Johnson County	Johnson Co High School
Knox County	Austin East High/Magnet
Knox County	Carter High School
Knox County	Central High School
Knox County	Dr. Paul L. Kelley Volunteer Academy*
Knox County	Fulton High School

School District	High School
Knox County	South Doyle High School
Lauderdale County	Halls High School
Lauderdale County	Ripley High School
Loudon County	Loudon High School
Macon County	Macon County High School
Macon County	Red Boiling Springs School
Madison County	Jackson Central-Merry Academy of Medical Technology
Madison County	North Side High School
Madison County	South Side High School
Marion County	Marion Co High School
Marion County	Whitwell High School
Marshall County	Marshall Co High School
Maury County	Mt Pleasant High School
McMinn County	McMinn High School
McNairy County	Adamsville Junior / Senior High School
McNairy County	McNairy Central High School
Meigs County	Meigs County High School
Memphis	B T Washington High School
Memphis	Carver High School
Memphis	Cordova High School
Memphis	Craigmont High School
Memphis	Douglass High School
Memphis	East High School
Memphis	Fairley High School
Memphis	Frayser High School

School District	High School
Memphis	Hamilton High School
Memphis	Hillcrest High School
Memphis	Kingsbury High School
Memphis	Kirby High School
Memphis	Manassas High School
Memphis	MCS Prep School – Northeast
Memphis	MCS Prep School - Northwest
Memphis	MCS Prep School - Southeast
Memphis	MCS Prep School - Southwest
Memphis	Melrose High School
Memphis	Memphis Business Academy High School
Memphis	Mitchell High School
Memphis	Northside High School
Memphis	Oakhaven High School
Memphis	Raleigh Egypt High School
Memphis	Sheffield High School
Memphis	Trezevant High School
Memphis	Westwood Middle/High School
Memphis	Wooddale High School
Monroe County	Monroe Academy*
Monroe County	Sequoyah High School
Monroe County	Sweetwater High School

School District	High School
Monroe County	Tellico Plains High School
Montgomery County	Kenwood High School
Morgan County	Central High School*
Morgan County	Coalfield School*
Morgan County	Oakdale School*
Morgan County	Sunbright School*
Obion County	Obion County Central High School
Obion County	South Fulton Middle / High School
Overton County	Livingston Academy
Perry County	Perry County High School
Pickett County	Pickett Co High School
Polk County	Copper Basin High School
Polk County	Polk County High School
Putnam County	Monterey High School
Rhea County	Rhea County High School
Richard City	Richard Hardy Memorial School
Roane County	Harriman High School
Roane County	Rockwood High School
Robertson County	Springfield High School
Rutherford County	Holloway High School
Rutherford County	Lavergne High School
Scott County	Scott High School
Sequatchie County	Sequatchie Co High School
Sevier County	Gary Hardin Academy*

School District	High School
Sevier County	Gatlinburg Pittman High
Sevier County	Pigeon Forge High School
Sevier County	Sevier County High School
Shelby County	Millington High School
Smith County	Smith County High School
South Carroll	Clarksburg School
Sullivan County	Sullivan East High School
Sullivan County	Sullivan North High School
Sumner County	Gallatin Senior High School
Sumner County	Portland High School
Trenton	Peabody High School
Unicoi County	Unicoi Co High School
Union County	Union County High School
Van Buren County	Van Buren Co High School
Warren County	Warren County High School
Washington County	David Crockett High School
Wayne County	Collinwood High School
Wayne County	Frank Hughes School
Wayne County	Wayne County High School
Weakley County	Dresden High School
Weakley County	Gleason School
West Carroll Sp Dist	West Carroll Junior/Senior High School
White County	White County High School
Williamson County	Middle College High School*

Attachment B: Project Design: Required Activities and Project Outcomes

The chart below outlines GEAR UP TN objectives, services, timeline and performance measures included in Tennessee's GEAR UP application to the United States Department of Education. Project goals and services outlined in subcontract proposals should align with statewide goals and services detailed below. **Permissible activities refer to GEAR UP activities that are permissible to the U.S. Department of Education but will be required services for Collaboratives participating in GEAR UP TN.**

Goal 1: Increase the academic performance and preparation for postsecondary education for GEAR UP students.				
Education Needs	Objectives	GEAR UP TN Provided Services	Grant Year	Performance Measures
1) High dropout rates 2) Low math and reading language arts proficiency 3) Weak ACT performance	1) Increase student academic achievement and course completion	Required activity: Encourage student enrollment in rigorous and challenging curricula and coursework in order to reduce the need for remedial coursework at the postsecondary level. <ul style="list-style-type: none"> Summer academic programs including credit recovery and course bridge programs 	All years	1.1) 65% of GEAR UP cohort students will pass Pre-algebra by the end of the 8th grade 1.2) 65% of GEAR UP cohort students will pass Algebra I by the end of the 9th grade
		Permissible activity: Before and after-school one-on-one and small group academic tutoring programs	All years	1.3) 80% of GEAR UP cohort students will take two years of mathematics beyond Algebra 1 by the 12th grade
	2) Increase student performance on college entrance exams	Permissible activity: Dual enrollment / pre-postsecondary college credit opportunities for students in partnership with area two and four-year postsecondary institutions	Grant years 3-6	1.4) GEAR UP cohort students will have knowledge of, and demonstrate, necessary academic preparation for college (85% of GEAR UP cohort students will be on track

		Permissible activity: ACT ENGAGE inventory and ACT test (seniors retaking the exam to increase scores)	Grant years 2, 4, and 6	for graduation at the end of each grade, 100% of GEAR UP cohort students will complete the PLAN or PSAT by the end of the 10th grade, 100% of GEAR UP cohort students will complete the SAT or ACT by the end of the 11th grade, 75% of GEAR UP cohort students will have an unweighted grade point average (GPA) of at least 3.0 on a 4-point scale by the end of the 11th grade)
		Permissible activity: Educator development on Common Core Standards professional development and PARCC assessments	Grant years 1-5	
		Permissible activity: On-campus and in-community student tutoring advising	Grant year 7	1.5) Increase the percentage of GEAR UP cohort students enrolled in Advanced Placement, International Baccalaureate, Dual Enrollment, or Dual Credit courses by 5% annually 2.1) GEAR UP cohort students will meet at least one college and career readiness benchmark on the EPAS assessments in English, reading, mathematics and science: 50% will meet at least one benchmark on the 8 th grade EXPLORE; 60% will meet at least one benchmark on the 10th grade PLAN; and 75% will meet at least one

				<p>benchmark on the 11th/ 12th grade ACT</p> <p>2.2) 40% of GEAR UP cohort students will score a 21 or above and 65% will score a 19 or above on the ACT in the 11th and 12th grade</p>
Goal 2: Increase the rate of high school graduation and enrollment in postsecondary education for GEAR UP students.				
Education Needs	Objectives	GEAR UP TN Provided Services	Grant Year	Performance Measures
<p>4) Low college-going rates</p> <p>5) High levels of remedial course enrollment</p> <p>6) Low post-secondary persistence</p> <p>7) Low college degree attainment</p>	<p>3) Increase student high school graduation</p> <p>4) Increase student postsecondary participation and success</p>	<p>Required activity: Implement activities to improve the number of participating students who obtain a secondary school diploma, complete applications for, and enroll in, a program of postsecondary education</p> <ul style="list-style-type: none"> CollegeforTN.org high school and college planning <p>Permissible activity: Robust mentoring program involving college students, recent college graduates, or community leaders or in partnership with tnAchieves or the College Mentor Corps</p> <p>Permissible activity: College APP Week participation for cohort and senior students</p>	<p>All years</p> <p>All years</p> <p>All years</p>	<p>3.1) GEAR UP high schools will have a graduation rate (four year longitudinal cohort method) that is 10% higher than non-GEAR UP comparison schools</p> <p>3.2) 95% of GEAR UP cohort students in grades 7-9 and 85% of GEAR UP cohort students in grades 10-12 will be promoted on time to successive grade levels annually</p> <p>3.3) Maintain 90% average daily attendance for GEAR UP cohort students in grades 7-9 and 85% average daily attendance for GEAR UP</p>

		Permissible activity: College visits to regional colleges and college fairs, as well as job site visits and fairs	All years (emphasis in years 3-6)	students in grades 10-12 4.1) 65% of GEAR UP cohort students will enroll in college
		Permissible activity: Cohort and senior student college and career advising	All years	4.2) Of cohort students enrolled in college, 50% of GEAR UP students will place into college-level Math and English without need for remediation
		Permissible activity: On-campus and in-home student and family postsecondary advising	Grant year 7	4.3) 80% of GEAR UP cohort students who are enrolled in college will be on track to graduate college (determined by students who complete 24 hours of coursework within 1 year and return the following fall)
Goal 3: Increase GEAR UP students’ and their families’ knowledge of postsecondary education options, preparation, and financing.				
Education Needs	Goals & Objectives	GEAR UP TN Provided Services	Grant Year	Performance Measures

<p>8) Low post-secondary access and opportunity knowledge</p> <p>9) Low levels of financial literacy and aid</p> <p>10) Low college-going culture</p>	5) Increase student and family educational expectations	<p>Required activity:</p> <p>Provide information regarding financial aid for postsecondary education</p> <ul style="list-style-type: none"> ▪ FAFSA and scholarship workshops for cohort and senior students and parents/guardians ▪ Educational opportunities focused on college financial assistance for cohort and senior students 	All years	<p>5.1) 95% of GEAR UP cohort students will expect to obtain education beyond high school (certificate or greater) by their senior year</p> <p>5.2) 80% of parents of GEAR UP cohort students will expect their children to obtain education beyond high school (certificate or greater) by their senior year</p>
	6) Increase student and family knowledge of and access to financial assistance for postsecondary education	<p>Permissible activity:</p> <p>Parent and family college, scholarship, and financial aid advising for cohort and senior students</p>	All years	6.1) Increase the percentage of cohort students and parents of GEAR UP cohort students who demonstrate knowledge of available financial aid and the costs and benefits of pursuing postsecondary education (90% of cohort students will complete a FAFSA; also measured by annual survey questions)
	7) Increase parent and community engagement in activities associated with student preparation for college	<p>Permissible activity:</p> <p>Student scholarship, and financial aid advising for cohort and senior students</p>	All years	6.2) Teachers from 100% of GEAR UP middle schools will receive financial literacy training through GEAR UP TN's partnership with the Tennessee Treasury Department
	8) Increase educator content-area knowledge and understanding	<p>Permissible activity:</p> <p>Student, parent, and community outreach through public outreach campaign</p> <ul style="list-style-type: none"> ▪ Materials and information on the importance of higher education, college preparation and admissions requirements, and awareness of available services 	All years	7.1) Increase the percentage of parents of GEAR UP cohort

	of postsecondary access and success		<p>students who actively engage in activities associated with assisting students in their academic preparation for college by 2% annually (measured by participation in college visits, workshops, teacher communication and advising)</p> <p>8.1) 90% of teachers and administrators of GEAR UP cohort students will participate in grant-sponsored professional development by year six</p>
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**Application for 2012-2019
GEAR UP TN
Direct-Service Collaborative Call for Proposals
COVER PAGE**

Applying Organization:			
Designated Fiscal Agent for this Organization:			
Program Title:			
Program Director:			
Contact Name:			
Title:			
Address (Include County):			
Telephone:		Fax:	
E-Mail:			
Amount of GEAR UP Funds Requested (Ref. Project Budget Summary Form Line 25)			\$
Anticipated Total Project Amount (The sum of Project Budget Summary Form Line 25 and In-Kind and Cost Share Funds Form Line 25)			\$
Anticipated Number of 7 th Grade Students Attending Participating Middle School(s) in the 2012 – 2013 Academic Year			
Anticipating Number of 12 th Grade Students Attending Participating High School(s) in the 2012 – 2013 Academic Year			
How many staff will be paid on FTE%:			

Certification by Authorized Official of the Designated Fiscal Agent:

The designee certifies that, to the best of his/her knowledge, the information in this application is correct and that the filing of this application is duly authorized by the applicant organization specified above.

Name and Title of Authorized Official of Designated Fiscal Agent

Signature of Authorized Official of Designated Fiscal Agent

Date

STATEMENT OF ASSURANCES

Should an award of funds from the GEAR UP TN be made to the applicant organization in support of the activities proposed in this application, the authorized signature of the organization's designated fiscal agent below certifies to the Tennessee Higher Education Commission that all parties to the organization agree to abide by these assurances:

1. Lobbying Prohibition: The GEAR UP TN subcontract agencies certify that no Federally appropriated funds will be paid, by or on behalf of the GEAR UP TN subcontracts, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal contract, the making of any Federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal contract, loan, or cooperative agreement.
2. The GEAR UP TN subcontractees certify that they will maintain drug-free workplaces and will comply with the provisions of the Drug Free Workplace Act of 1988.
3. The GEAR UP TN subcontractees certify that neither they nor their principal officials are presently debarred, suspended, proposed for debarment, declare ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
4. The GEAR UP TN subcontractees certify that no person, on the grounds of handicap, disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the activities that may be funded by this program or in employment practices of the local education agency.
5. The GEAR UP TN subcontractees certify that they will take into account, during the development of the program, the need for greater access to and participation in the targeted disciplines by students from historically under-represented and under-served groups.
6. The partner agency serving as the fiscal agent for this the GEAR UP TN subcontractees project will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, federal funds that may be paid to the agency for this program.
7. Upon request, the GEAR UP TN subcontractees will provide the Tennessee Higher Education Commission access to records and other sources of information that may be necessary to determine compliance with appropriate federal and state laws and regulations.
8. The GEAR UP TN subcontractees certify that they will use grant funds to supplement and not supplant funds from nonfederal sources.
9. The GEAR UP TN subcontractees certify they will submit, in accordance with stated guidelines and deadlines, all program and evaluation reports require by the U.S. Department of Education and the Tennessee Higher Education Commission.

Certification by Authorized Official of the Designated Fiscal Agent:

The designee certifies that, to the best of his/her knowledge, the partnership will comply with the above statement of assurances.

Type or Print Name of Authorized Official
of Designated Fiscal Agent

Title

Signature of Authorized Official of
Designated Fiscal Agent

Title

Section A: GEAR UP TN Collaborative Description

Section B: Commitment to Project and Participation Requirements

Section C: Implementation

Section D: Sustainability

APPENDIX A

Project Budget Summary Form									
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	Year 1	Year2	Year 3	Year 4	Year 5	Year 6	Year 7	Total Project
1. 2	Salaries, Benefits & Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4, 15	Professional Fee, Grant & Award	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11. 12	Travel, Conferences & Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	Specific Assistance To Individuals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	Other Non-Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20	Capital Purchase	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
25	GRAND TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

All items must be addressed in the budget narrative

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <http://www.state.tn.us/finance/act/documents/policy3.pdf>).

APPENDIX A (continued)

In-Kind and Cost Share Funds Provided Through Non-GEAR UP Funds¹									
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ²	Year 1	Year2	Year 3	Year 4	Year 5	Year 6	Year 7	Total Project
1. 2	Salaries, Benefits & Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4, 15	Professional Fee, Grant & Award	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11. 12	Travel, Conferences & Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	Specific Assistance To Individuals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	Other Non-Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20	Capital Purchase	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22	Indirect Cost	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
25	GRAND TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

All items must be addressed in the budget narrative

¹ Subcontract organizations commit to provide in-kind or shared cost matching funds increasing by 20 percent of the subcontract award amount each project year starting in year two and remaining at 100 percent during grant years six and seven

² Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies*, Appendix A. (posted on the Internet at: <http://www.state.tn.us/finance/act/documents/policy3.pdf>).

Budget Narrative

PARTNER IDENTIFICATION FORM AND COST SHARE WORKSHEET

Please complete one form for each partner.

1. Institution/Organization_____**Point of Contact:** Name_____

Title_____ Department_____

Address_____

City_____ State_____ Zip_____

Telephone_____ e-mail_____ Fax_____

2. Type of Organization:

Are you a Local Educational Agency (LEA)?

___ Yes ___ No

Are you an Institution of Higher Education (IHE)?

___ Yes ___ No

Type of IHE:

___ Four-Year ___ Two-Year

___ Public ___ Private

___ College ___ University

___ HBCU ___ HSI ___ TCCU ___ NHSI ___ ANSI

Other types:

___ Business

___ Community-based organization

___ Professional association

___ Philanthropic Organization

___ State Agency

Other: _____

PR Award No. _____

3. Non-Federal Fund contribution provided by Partner

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	TOTAL
1. Salaries and Wages								
2. Employee Benefits								
3. Travel								
4. Materials and Supplies								
5. Consultants and Contracts								
6. Other								
A. Total Direct Costs (Sum of lines 1-6)								
B. Total Indirect Costs: (Cannot be greater than 8% of Total Direct Costs)								
C. Equipment								
D. Scholarships/Tuition Assistance								
E. TOTAL COMMITMENT (Lines A + B+ C+D)								

Please summarize the partner's specific support and commitment to the project in this space.

SIGNATURE OF AUTHORIZING OFFICIAL: _____

NAME OF AUTHORIZING OFFICIAL: _____

TITLE OF AUTHORIZING OFFICIAL: _____